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Chief, Management Staff

DEC 14 1956

Chief, Business Machine Service

Weekly Report Covering 6 December 1956 Through 12 December 1956

1. Accomplishments

a. Executive Typewriter Refresher Course

Assisted OTR in obtaining an instructor and machines from IBM Corporation to conduct a refresher course on potential and operation of IBM Executive Typewriter. Courses restricted to secretaries and typists now using these machines. Three separate classes will be held on December 17 and 18. [REDACTED]

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b. FE Flexowriter Installation Completed

Completed Flexowriter phase of mechanization of FE Personnel recording and reporting requirements. [REDACTED]

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c. Savings Through Loan of Microfilm Camera - OO/C

A saving of \$1750.00 cost of new microfilm camera made by arranging loan of a temporarily idle machine in OO/C. [REDACTED]

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d. Machine method versus 3 Part Carbon Index Card

Determined with Mr. Rice, Records Management, and Mr. [REDACTED], CE-German Desk, that a 3 part interleaved carbon form would be more feasible and economical than machine method for producing original and 2 copies of name index cards. [REDACTED]

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2. News

a. Eastern Joint Computer Conference

Attended conference 10, 11, and 12 December, New York City, on New Developments in Computers," sponsored by Institute of Radio Engineers, Association for computing machinery and American Institute of Electrical Engineers. Papers and exhibit most worth while. [REDACTED]

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b. Test of New Model Remington-Rand Electric Typewriter

Arranged test of Remington-Rand's new model Electric Typewriter by Incentive Awards Staff. [REDACTED]

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c. Classes of Instruction - RAMAC

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██████ has agreed to furnish instructor on RAMAC for Agency personnel. Classes will be held in Agency. Final arrangements will be made Monday, 17 December 1956. ██████

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